Visioneer OneTouch 6600 USB Scanner Installation Guide

FOR WINDOWS

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WELCOME

Congratulations on purchasing your Visioneer OneTouch 6600 USB scanner. With your scanner, you can quickly scan paper documents and color photos to place their electronic images on your computer.

WHAT'S IN THE BOX

Before starting the installation, check the contents of the box to make sure that all parts are included. If any items are missing or damaged, contact the dealer where you purchased the scanner.

Visioneer OneTouch 6600 Scanner

Installation CD

Quick Install Card

Getting Started Guide
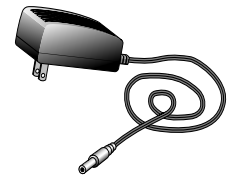
Power supply

THE VISIONEER ONETOUCH 6600 SCANNER

① Document cover

② Document pad

③ Glass

④ button panel

⑤ Reference frame

⑥ Power jack

⑦ USB cable

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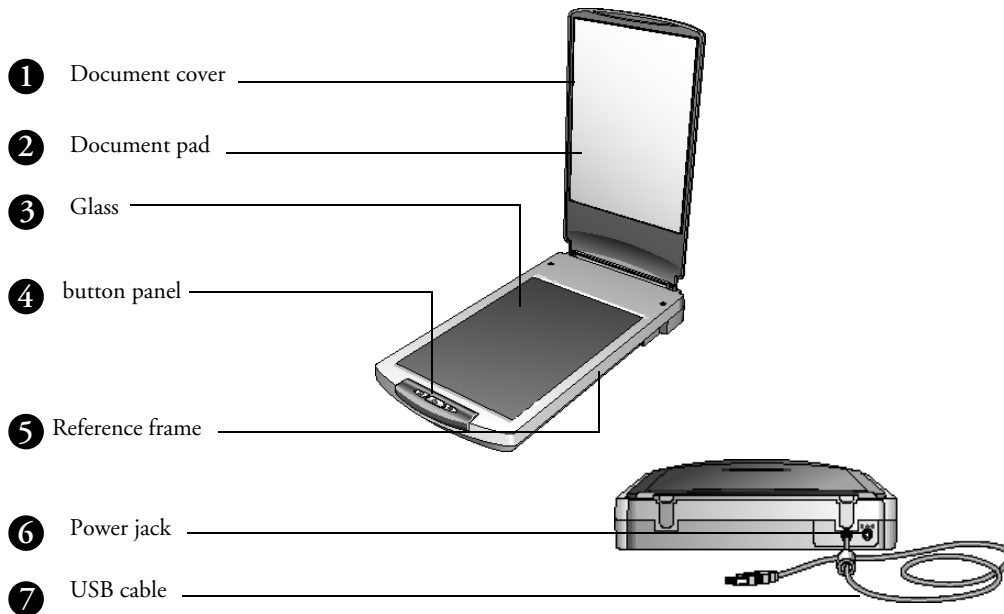
① **Document cover**—Protects the document from light and contamination.

② **Document pad**—Helps to secure the document in place on the scanner glass.

③ **Glass**—Items are placed face down at the lower-left corner of the glass.

④ **Button panel**—Allows scanning directly from the scanner.

⑤ **Reference frame**—Provides markings that show where to align various paper sizes.

⑥ **Power jack**—Connects the power cord to the scanner.

⑦ **Universal Serial Bus (USB) cable**—Connects the scanner to the computer.

Note: The scanner does not have an on/off switch. Press a button on the front of the scanner to start scanning an item.

WHAT YOU NEED

To use the scanner and software, you need the following:

- IBM PC (or 100-percent compatible) Pentium or equivalent with:
    - A CD-ROM drive
    - An available Universal Serial Bus (USB) port
- Microsoft Windows operation system: 98, 2000, Me, or XP
- Available internal memory (RAM):
    - Windows 98—32 megabytes (MB) or more
    - Windows 2000, Me, or XP—64 MB or more;
      128 MB recommended for Windows XP
- 70 MB of free hard disk space
- A VGA or SVGA monitor. Recommended settings for your monitor
  are as many colors as possible—High Color (16-bit), True Color
  (24-bit or 32-bit). Set the resolution to at least 800 by 600 pixels.
  To set your monitor's colors and resolution, open the Windows
  Control Panel, double-click Display, and then click the Settings tab.

DOCUMENTATION

Your scanner is delivered with the following documentation:

- Quick Install Card
- Getting Started Guide
- Visioneer OneTouch 6600 Scanner Installation Guide

  On the Installation CD; contains detailed installation, scanning,
  configuration, and maintenance information

- ScanSoft PaperPort User's Guide

  On the Installation CD; contains detailed feature and configuration
  information

- Online Help

Installation

Complete the following three steps to install your scanner and the scanning software.

STEP 1: INSTALLING THE SCANNER SOFTWARE

Note: You must install the scanner software *before* connecting the scanner to your computer. Otherwise, the correct driver software for your scanner will not be installed and it may not work properly.

To install the scanner software:

1. Start Microsoft Windows and make sure that no other applications are running.

2. Insert the CD into your computer's CD-ROM drive.

    The CD automatically starts.
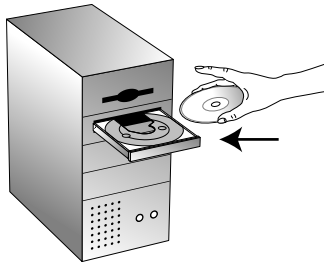
Note: If the CD does not automatically start, check the following:

■ Make sure the CD drive's door is completely shut.

■ Click the My Computer icon on your desktop. Double-click the icon for your CD-ROM drive. In the list of files, double-click the file named START32.EXE.

3.   From the list of options, click **PaperPort Deluxe**.
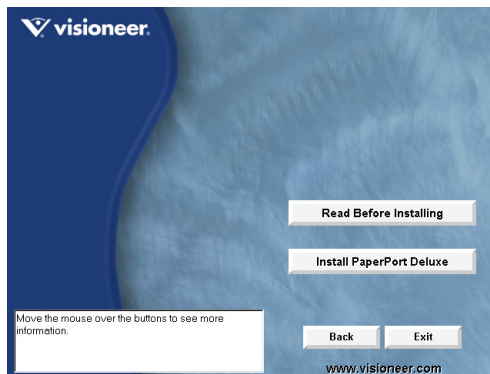
4.   From the list of options, click **Install PaperPort Deluxe**.

5.   Read the license agreement. If you accept the terms, click **Yes**.

6.   Enter a name and company, or leave current values, and click **Next**.

7.   On the Choose Destination Location window, accept the default locations for installation of programs and files, or enter new locations. When finished, click **Next**.

8.   On the registration announcement window, click **Next**.

9.   On the ScanSoft Product Registration window, enter required information and click **Next** or click **Cancel** to bypass registration.

10. On the Visioneer License Agreement dialog box, read the license agreement. If you accept the terms, select **I agree**, and click **Next**.

11. On the Welcome window, click **Next**.
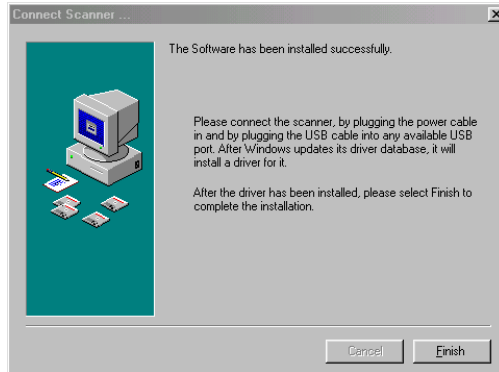
12. When you see the Connect Scanner window, do **NOT** click Finish. Leave the window open and proceed to Step 2.

STEP 2: CONNECTING THE SCANNER

The Visioneer OneTouch 6600 scanner connects to any available USB port. Check your computer's manual for the USB port location.

Note: You do not have to shut off the power to your computer when connecting the scanner to a USB port.

To connect your Visioneer OneTouch 6600 scanner:

1. Remove all shipping tape from the top and bottom of the scanner. Slide the locking tab on the bottom to its unlocked position.

Unlocked position
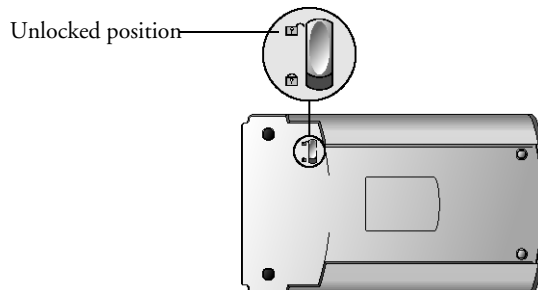
2. Plug the USB cable on the back of your scanner into any USB port on your computer.

   The USB symbol identifies the location of the USB port on your computer. If the plug does not attach easily, make sure that you are plugging it in correctly. Do not force the plug into the connection.

Power jack   USB Cable
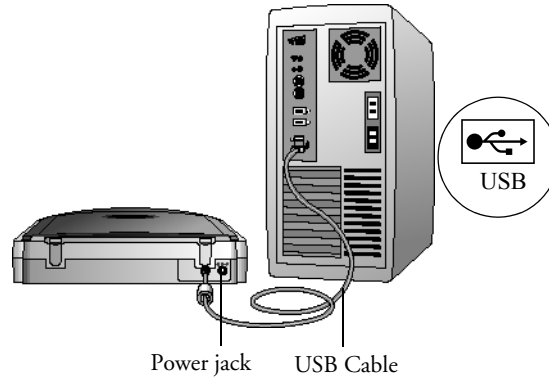
3. Plug the power supply cable into the jack on the back of the scanner, then plug the power supply into a wall outlet.

   Your computer recognizes that a scanner has been plugged into the USB port and automatically loads the appropriate software from the CD to run the scanner.

4. When the software is finished loading, return to the Connect Scanner dialog box and click **Finish**.

5. On the Visioneer Product Registration window, complete the required registration information and click **Register**.

6. Select **Yes, I want to restart my computer now**, and click **Finish**.

   Your computer restarts and your scanner is now ready to scan.

7. Before proceeding to "Step 3: Checking Out Your Scanner", you can install additional software from the installation CD, or view and print the scanner and PaperPort documentation.

   Remove the CD from the computer when you are finished and store it in a safe place.

STEP 3: CHECKING OUT YOUR SCANNER

After installing the scanner and software, you will see a scanner icon on the Windows taskbar (at the bottom right corner of the computer screen). If the scanner is properly connected, the scanner icon looks like the one pictured below.

Scanner Icon ——————— 10:46 AM

If the icon has a red X through it, the scanner is not properly connected. See the next section, "If the Scanner Is Not Properly Connected" on page 9, for the steps to fix the problem.

To check the status of the scanner:

1. On the Windows taskbar, right-click on the scanner icon.

    The shortcut menu appears.

    Configure...
    Connect...
    About
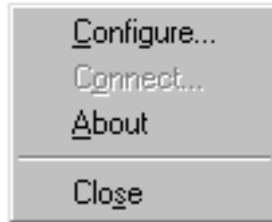
    Close

2. Select **About** from the shortcut menu.

    A dialog box confirms the scanner is properly connected.

    Visioneer OneTouch Version 3.0

    Scanner Information

Product Family	OneTouch 6600
Connection Type	USB
Optical Resolution	600 x 1200 Dpi
Document Size	8.50 x 11.69 Inches
Optical BitDepth	48 Bits per pixel
Signal Converter	16 bit ADC

    Visioneer (C) 1999 - 2002   OK
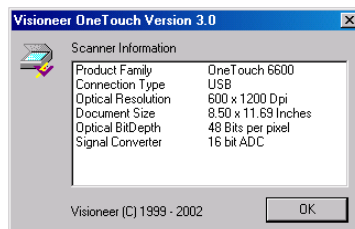
3. Click **OK** to close the dialog box.

Your scanner is ready to scan. See "Three Ways to Scan" on page 11.

Note: The scanning lamp under the scanner's glass needs to warm up before you can scan. A status message lets you know when the lamp is ready. The lamp then remains ready so you don't have to wait for it to warm up each time you want to scan. To conserve electricity and prolong the life of the scanner, you can set the length of time for the lamp to remain lit before powering down. See "Setting Preferences" on page 25.

IF THE SCANNER IS NOT PROPERLY CONNECTED

If the scanner icon on the Windows taskbar has a red "X" through it, the scanner is not properly connected.
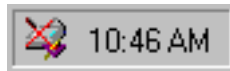
Check for one or more of these possible problems:

- **Is a cable loose or not plugged in securely?** Inspect all cable connections. Make sure all the cables are plugged in securely.

- **Did you restart the computer after installing the software?** If you didn't restart the computer, it may not have loaded all of the software files. Try restarting your computer.

Refer to the PaperPort Readme file. The Readme file contains additional information that may help you diagnose problems connecting the scanner. From the Windows taskbar, click **Start**, point to **PaperPort**, and then click **Read Me**. See also"Troubleshooting" on page 38 for more information.

To connect the scanner:

1. After checking for the above problems, if the scanner does not start automatically, right-click the scanner icon with the red X over it.

    The shortcut menu appears.
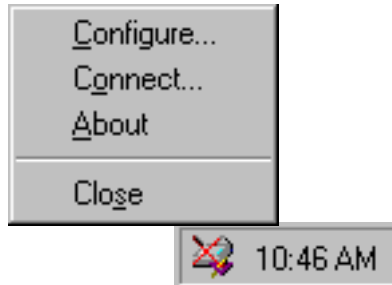
2. Select **Connect** from the shortcut menu.

    The software finds the scanner and makes the connection. The scanner icon will no longer have a red X through it, and you're ready to begin scanning.

If you try all the troubleshooting procedures described above and in the Readme file, and the scanner icon still has a red X through it, you may have a malfunctioning scanner. Please see "Visioneer OneTouch 6600 Specifications" on page 48. Also visit our web site at www.visioneer.com for additional technical information.

Scanning

This chapter describes three methods of scanning, as well as how to customize scanning options.

THREE WAYS TO SCAN

You can scan items by using buttons on the scanner, buttons on the screen, or from the PaperPort software (or other Twain software).

- **Scan with the scanner buttons**

  Press a button on the scanner's front panel. See "**Scanning by Pressing the Scanner Buttons**" **on page 12.**

- **Scan from the screen**

  On the Windows taskbar, click the scanner icon. A panel of scanner buttons opens. Click a button to start a scan. See "Scanning from the Button Panel on the Screen" on page 14 for details.
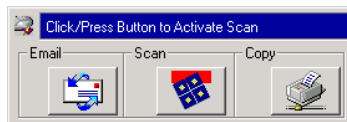
- **Scan from the PaperPort software (or other Twain software)**

  Start the PaperPort software and then click the Twain icon on the PaperPort command bar. You can also scan from other Twain software. See "Scanning from the PaperPort Software" on page 28.

SCANNING BY PRESSING THE SCANNER BUTTONS

Pressing a scanner button scans the item and then sends the image to the printer or a software application on your computer.

To scan by pressing a button on the scanner:

1. Place an item face-down on the glass and align the edge of the item with the arrow marker at the lower-left corner of the glass.

2. Close the document cover and press one of the scanner buttons.
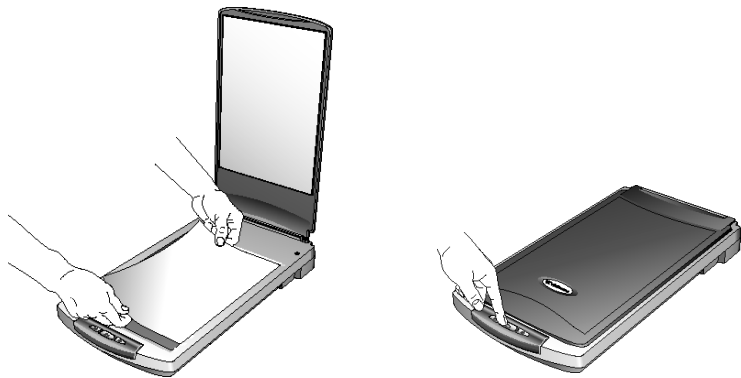
The scanner starts scanning. The scan progress window shows a small copy of the image, as illustrated by this example:
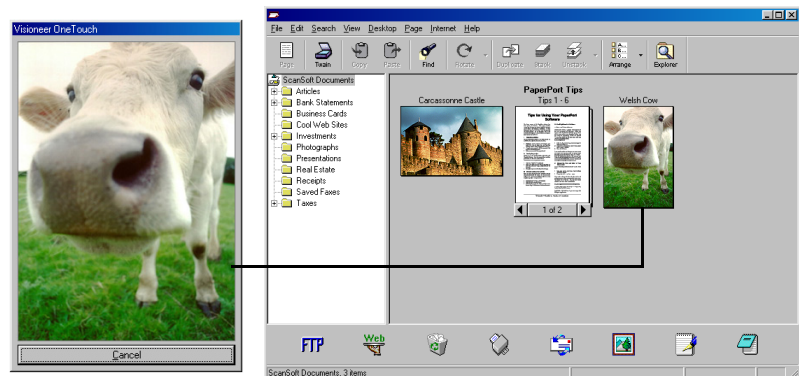
The scanned image appears in the destination software. In this example, the destination software is the PaperPort desktop.

ABOUT THE BUTTONS ON THE SCANNER

The scanner buttons are preconfigured to scan items at various settings and then send the scanned image to a preselected destination software application. You can change the settings for each button. See "About the Configuration Dialog Box" on page 15.

The following table lists the scanner's preconfigured button settings:

Button	Preconfigured Settings
Email	Scans the item as a color photo and attaches it to a new email message in your email application
Scan	Scans the item as an AutoCrop scan photograph and displays it in the PaperPort application
Copy/Print	Prints the scanned item in black and white on your printer/copier at the printer/copier's default resolution

Note: If a button is not preconfigured, the Configuration dialog box opens on your computer screen so you can configure it manually. For example, if your computer does not have email software installed, the Email button is not preconfigured.

SCANNING FROM THE BUTTON PANEL ON THE SCREEN

Scanning from the button panel on the screen is just like pressing a scanner button, except you click the button on the computer screen. The scanner scans the item and then sends the image to the printer or a destination application on your computer. This method of scanning is especially helpful if the scanner is not located close to your computer.

To scan from the screen:

1. Place an item face-down on the glass, close the lid, and then click the scanner icon on the Windows taskbar.

   The scanner button panel opens on the screen.
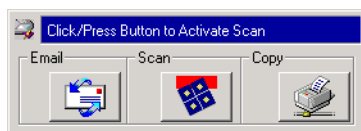
2. Click one of the scan buttons.

   The scanner starts scanning the item. Messages about the scanning appear above the Windows taskbar and the progress window shows the image as it is scanned. When the scan is complete, the scanned image appears in the destination application.

ABOUT THE BUTTONS ON THE BUTTON PANEL

The icons on the buttons indicate the destination application for the scanned image. For example, in the illustration above, the icon on the email button is for the email application, MS Outlook Express. When you click the email button, the item is scanned, and then MS Outlook Express opens. In this case, the scanned image automatically becomes an attachment to send with an email message.

A question mark icon on a button means your computer does not have an application that corresponds to that button's functions. For example, if your computer does not have an email application, the Email button will have a question mark icon on it.

CONFIGURING THE SCANNER AND SCREEN BUTTONS

When you first connect your scanner to a computer, the scanner's software configures each button with appropriate settings. Using the Configuration dialog box, you can modify the button settings to meet your specific needs.

ABOUT THE CONFIGURATION DIALOG BOX

The Configuration dialog box shows the current settings for each button on the scanner and screen panel.

The tabs across the top of the dialog box correspond to the buttons. Clicking a tab shows the current settings for the corresponding button on the scanner.

For example, the following figure shows the current settings for the Scan button because the Scan tab is selected. The Scan button is set up to scan the item with the configuration named Scan Magazine, and then after the scanning is finished, to open PaperPort to display the scanned image. The Format and Page(s) option is set to scan as a bitmap for a single page item.

Select a software application to send the scanned image to.

Click this tab to set preferences.

Select a setting for scanning the item.

Select format and page(s) options for the button.

See "Creating New Configurations" on page 20 for settings on the Preferences tab.

▼ **Important:** To get additional help with the scanner's features or any of the options in the Configuration dialog box, do one of the following:

■ Press the **F1** key on your keyboard.

■ Click the **Help** button at the top-right corner of the Configuration dialog box.

OPENING THE CONFIGURATION DIALOG BOX

You can open the Configuration dialog box from the scanner's shortcut menu or the Button Panel on the screen, or from the scanner itself.

To open the Configuration dialog box from the shortcut menu:

1. Right-click the scanner icon.

Scanner icon
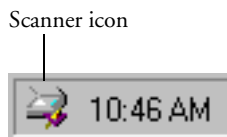
The shortcut menu appears.

2. Click **Configure** on the shortcut menu.
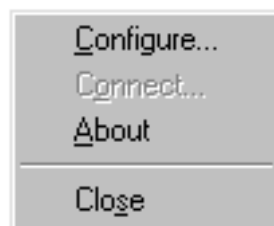
The Configuration dialog box opens. Click the tab that corresponds to the button you want to configure.

To open the Configuration dialog box from the Button Panel:

1. Right-click the button you want to configure.
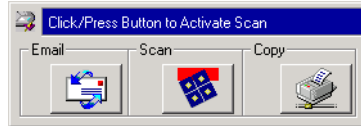
The Configuration dialog box opens. The tab for the scan button you clicked is selected for you.

To open the Configuration dialog box from the scanner:

1. Press and hold down one of the scanner buttons on the scanner's button panel.

The Configuration dialog box opens. The tab for the scan button you clicked is selected for you.

CONFIGURATION DIALOG BOX OPTIONS

The options on the Configuration dialog box are:

Select Destination—the list of applications that you can use to display the scanned image. Select the application that will automatically open and display or process the scanned image.

Select Configuration—the list of the button's scan configurations. The configuration settings include: color, black and white, or grayscale, resolution in dots per inch (dpi), page size, brightness, and contrast. To see the details about a configuration, click its icon in the list. Click the icon again to close the detailed information.

Clicking an icon expands the configuration to show its settings.
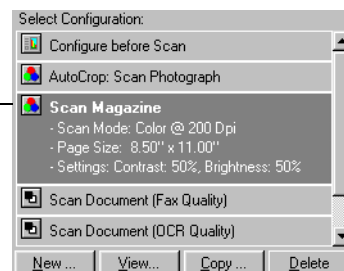
Select Format and Page(s)—a set of options for selecting a format for the scanned image and whether to scan a single page or multiple pages. The formats are bitmap and PaperPort. Use PaperPort for scanning any item. Bitmaps are usually used for photos and artwork. The page icons represent single or multiple page scanning.

Scan single page

Scan multiple pages

Scan multiple pages and stack them on the PaperPort desktop
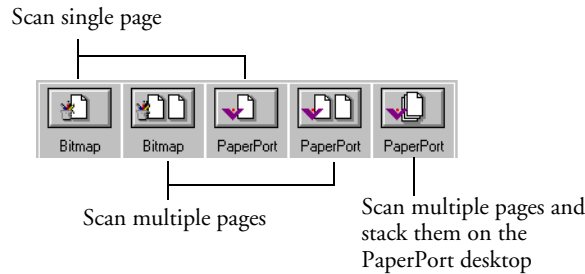
Options—opens a dialog box for selecting options for the destination application for the scanned image. Each destination application has its own options dialog box.

Folder Copy—opens a dialog box for selecting the folder to use for storing a copy of the scanned images.

SELECTING NEW OPTIONS FOR THE BUTTONS

Using the Configuration dialog box, you can select a new destination application, configuration, and image format for a scanner button to optimize it for the type of scanning you want to do.

To select new options for a scanner button:

1. On the Windows taskbar, right-click the scanner icon to see the shortcut menu, and then click **Configure** to open the Configuration dialog box.

    The Configuration dialog box opens. Click the tab that corresponds to the button you want to configure.

2. To change the application used to view and work with the scanned image, scroll the list of applications in the Select Destination list and click the desired application. To change destinations, see "Setting Preferences" on page 25.

Note: If you select a word processing program such as Microsoft WordPad or Microsoft Word and a configuration for OCR, the text in scanned images is automatically converted to word processing text by the optical character recognition (OCR) software that you receive with the scanner. The converted text then appears in the selected destination application.

3. To change the selected scan configuration for the selected Destination Application, click an item in the Select Configuration.

    The configurations are preset for the application you select in the application list. If you select another application, the configurations are for that application.

4. To change the scan format and page option(s) for the button, select one of the Format and Page(s) options.

5. Click **OK**.

    Now when you press the scanner button, it scans the image using the new configuration settings and displays the scanned image in the new destination application.

Note: If you want to scan using the Scan Manager, click the option, **Configure before Scan**. Now when you press the selected scanner button, the Scan Manager opens first and you can use it to scan.

CREATING NEW CONFIGURATIONS

There are some preset configurations, such as brightness and contrast, that you cannot change. These preset configurations are found in the Select Configuration details for each configuration option. If you want to scan with settings other than those offered by the preset configurations, you must first create a new configuration and then use it to scan. Your new configuration is saved in the Select Configuration list so that you can use it again. You can also change the settings on configurations that you create.

To create a new configuration:

1. Press and hold down a button on the scanner.

    The Configuration dialog box opens.

    The selected tab on the dialog box corresponds to the button you pressed. You can click the other tabs for the other buttons. Your new configuration will be associated with the button you select.

2. Click **New** to start creating a new configuration.

    You can also click **Copy** to copy a preset configuration and change its settings to meet your needs.

3. On the New Scan Configuration dialog box, type a name for your new configuration.
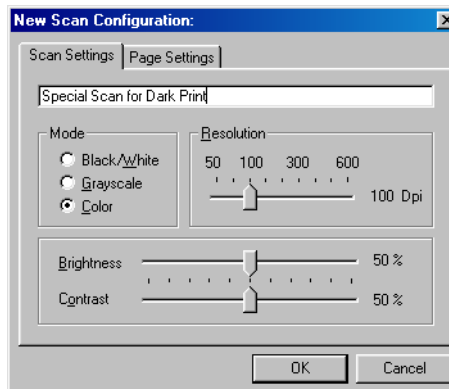
4. On the Scan Settings tab, set the scan settings as required.

    Mode—Select Black/White to scan in black and white. For example, letters and memos are usually scanned in black and white. Select Grayscale to scan items such as documents containing drawings or black and white photographs. The scanning produces an image in varying shades of gray. Select Color to scan color photographs and other color items.

    Resolution—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution. The maximum resolution is 600 dpi; the minimum is 50 dpi. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

    Brightness and Contrast—Drag the sliders to the right or left to adjust the brightness and contrast of the scanned image. The Contrast setting does not apply to the Black/White mode.

5. Click the Page Settings tab to set the scan page settings.
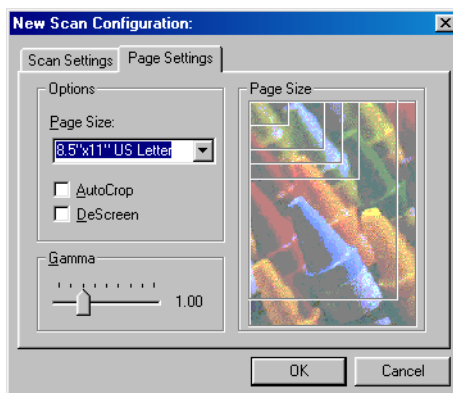
    Page Size—Click a page size from the drop-down list. The outlines on the picture represent the various page sizes. Clicking one of those outlines also selects it as the page size for the scan. If you select the Custom option from the drop-down list, boxes appear in place of the picture. Enter the horizontal and vertical page dimensions in the boxes.

AutoCrop—Select this option to let the scanner automatically determine the size of the item being scanned. For example, if you put a photo in the middle of the glass, the scanner will automatically determine the size of the photo. When AutoCrop is selected, the scanner makes two passes—the first pass senses the item's size, and the second pass scans the image. This option overrides the Page Size menu selection.

DeScreen—Select this option when scanning a picture from a newspaper or magazine article, or other items that contains images with patterns or dots. Scans of patterns or dots sometimes have a distorted or wavy appearance. The scanner scans the item to compensate for the patterns and dots, and produces a clearer image. The scanning may slow down a bit when this option is selected. You don't need to select this option when scanning photographs. The DeScreen setting does not apply to the Black/White mode.

Gamma—Drag the slider to improve how the colors in a scanned image look on your monitor. Gamma correction allows you to achieve precise color matching. Because the computer cannot always transmit the exact color information to the hardware, you may have to make some color adjustments using the Gamma feature.

The default Gamma setting works fine in most cases and normally does not need to be adjusted.

6. Click **OK**.

   On the Configuration dialog box, make sure the configuration you just defined is selected.

7. Click **OK**.

   The new configuration now applies to the button.

   For additional help for creating a new configuration, press the **F1** key on your keyboard.

Note: If you select the Copy/Print button, the New Scan Configuration dialog box will have a Device tab for selecting options for a printer or copier. See the online Help for more information.

ADJUSTING SCAN SETTINGS AND PAGE SETTINGS

When scanning using a configuration you created yourself, you can adjust that configuration's scan settings and page settings. For example, if the scanned image is too dark, you can adjust the brightness of the scan setting.

Note: You cannot change the scan settings or page settings for any of the predefined scan configurations. You can only adjust settings for scan configurations that you create yourself.

To adjust the scan settings and page settings:

1. Press and hold down a button on the scanner.

    The Configuration dialog box opens.

    The selected tab on the dialog box corresponds to the button you pressed. You can click the other tabs for the other buttons.

2. In the Select Configuration list, click the configuration you want to adjust.

    For example, the following figure shows a configuration named Special Scan for Dark Print (which you would have created earlier).
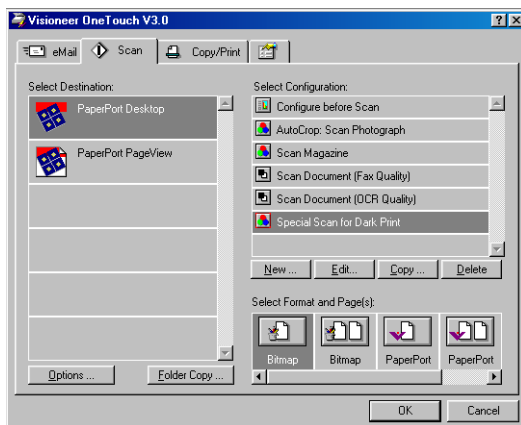
3. Click the **Edit** button.

   The Edit Scan Configuration dialog box opens.
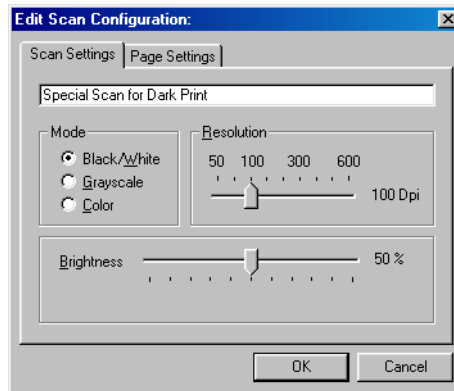
4. On the Scan Settings tab, adjust the scan settings as required.

5. Click the Page Settings tab to adjust the scan page settings.
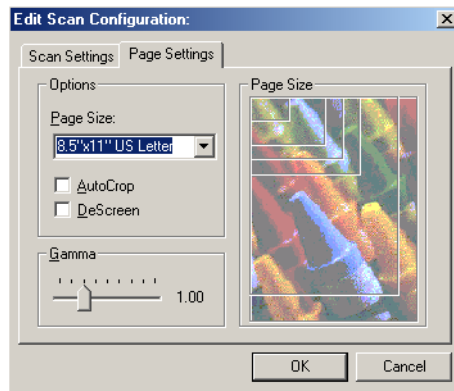
6. Click **OK**.

7. On the Configuration dialog box, Click **OK**.

   The adjusted settings now apply to the button.

Note: If you selected the Copy/Print button, the Edit Scan Configuration dialog box will have a Device tab for selecting options for a printer or copier. See the online Help for more information.

SETTING PREFERENCES

The preferences options apply to each button and to the scanner.

To set preferences:

1. On the Configuration dialog box, select the tab for a button to set its preferences.

2. Click the Preferences tab on the Configuration dialog box.
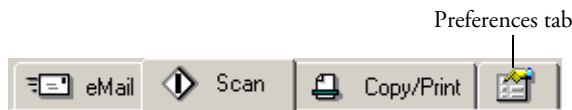
Preferences tab

The Preferences dialog box opens. The dialog box shows which button you selected for new preferences.
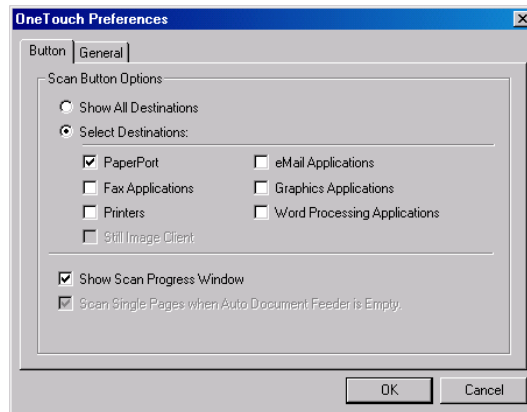
3. Click the Button tab, if it is not already selected.

    Show All Destinations—Click this option to select all the destination applications categories. When you click the button's tab on the Configuration dialog box, its list of destination applications includes all of the applications on your computer that fall into these categories. For example, the destination applications for the email button are usually email applications. By selecting the Show All

Destinations option as the preference for the email button, all the other types of applications are included in the list of email destination applications.

Select Destinations—Select this option to individually choose the types of applications to include in the button's list of destination applications. Click in the boxes for the types of applications to include in the button's list.

Show Scan Progress Window—Select this option to see the window that shows a rendition of the image during scanning.

4. Click the General tab to set preferences for the scanner.
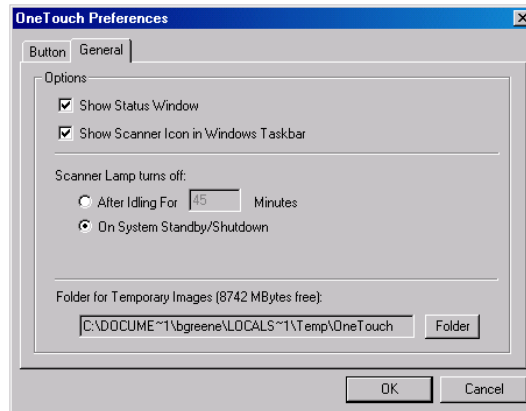
Show Status Window—Select this option to see the small window at the bottom right corner of the screen that shows the status of the scanning and other information as shown in this sample:

Show Scanner Icon in Windows Taskbar—Select this option to see the small icon representing the scanner in the Windows taskbar.
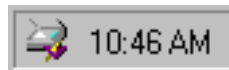
Scanner Lamp turns off—These options control when the scanner lamp powers goes off.

After idling for xx minutes—Select this option to automatically turn off the lamp if the scanner hasn't been used for the specified time. This option saves energy and extends the lamp's life. Click in the box and enter the number of minutes for the lamp to remain idle before turning off. If you scan when the lamp is off, it warms up before scanning resumes.

On System Standby/Shutdown—Select this option to turn off the lamp when you turn off your computer, or when the computer's energy saver option automatically puts the computer into standby mode.

Folder for Temporary Images—Click the **Folder** button and then select a folder for the scanner's temporary images. During scanning, a temporary file contains scan information about the image. Because temporary image files can sometimes be large, select a folder that has sufficient disk space available.

5. Click **OK**.

SCANNING FROM THE PAPERPORT SOFTWARE

Instead of using a scanner button, you can scan directly from the PaperPort software. This is particularly helpful when you are using PaperPort to file and save your scanned items.

Note: You can also scan directly with other software that meets the Twain standards for scanning, which includes many graphics and imaging applications available for your computer. The following steps explain how to set up and scan from the PaperPort software but you use the same basic processes with other Twain software.

SETTING UP THE SCANNER FOR PAPERPORT

To scan from PaperPort, you must first do a one-time-only set up of the software.

To set up the scanner for PaperPort:

1. If the PaperPort software is not running, double-click the PaperPort icon on the Windows desktop to start it.

   The PaperPort desktop opens.

2. From the **File** menu, click **Select Source**. The Select Source dialog box opens, listing all Twain devices installed on your computer.
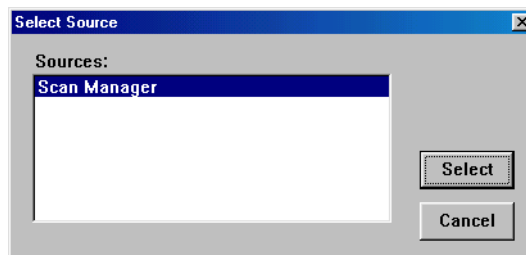
   Twain devices include scanners, digital cameras, and other equipment that can capture images for your computer. Twain is a standard method that computers use to receive images from those devices.

3. Click the **Scan Manager**, and then click **Select**.

   Your scanner is now set to scan.

Note: You don't need to complete Steps 2 and 3 again, unless you change the selected source to another Twain device.

SCANNING AN ITEM USING THE TWAIN BUTTON

To scan an item:

1. If the PaperPort software is not running, double-click the PaperPort icon on the Windows desktop to start it.

   The PaperPort desktop opens.

2. Open the scanner cover, place the item you want to scan face down, and close the cover.

3. Click the **Twain** icon on the PaperPort software's command bar, or click **Acquire** from the **File** menu.

   The Scan Manager opens.
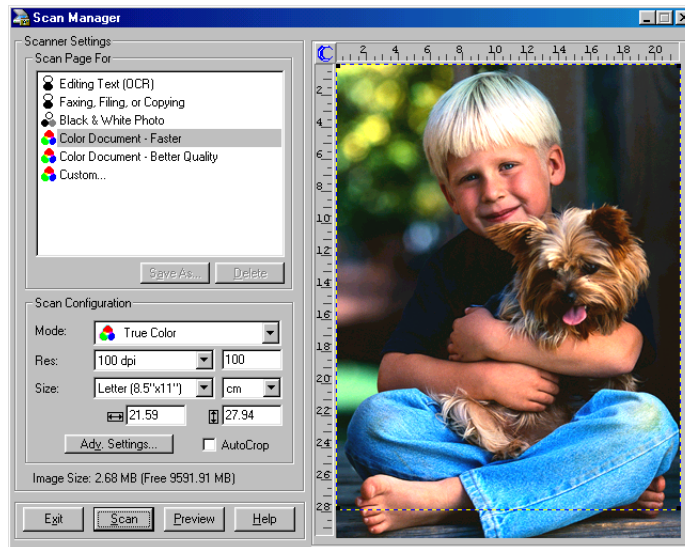
4. From the Scan Page For list, select the most appropriate scanner setting for the item you're scanning. In the example above, the selected setting is "Color Document-Faster."

5. Click the **Preview** button.

    The scanner scans a preview of the item and displays it in the Scan Manager. In the figure below, the picture shows a close-up of a boy and a dog.

6. You can now fine-tune the options on the Scan Manager for the item you're scanning.

Note: For additional details about the Scan Manager's features click the **Help** button on the Scan Manager.

Select another scanner setting if desired for the item being scanned.

Select other settings here if desired for the item being scanned. You also use these settings to customize a scan setting.

To adjust the size of the scan area, or crop the image, drag the borders of the selection rectangle surrounding the item.

Click **Scan** to scan the item and display it in the application.

Click **Preview** to check the image again until it is what you want for scanning.
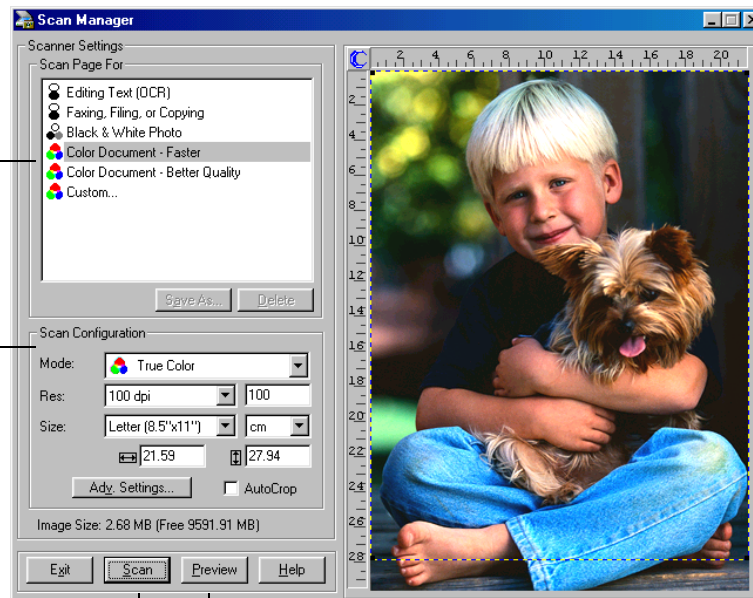
7. Check the preview image. If you want to change the scanner setting for the item, click one of the options in the Scan Page For list.

   For example, to scan a black and white image instead of a color photo, select Black & White Photo in the list.

   See the table in the section "Selecting a Predefined Scanner Setting" on page 33 for a description of these predefined settings.

8. To select the area to scan, drag the borders of the selection rectangle surrounding the preview image to reduce or enlarge the area.

   When you preview an item to scan, the selection rectangle around the image indicates the scan area. However, you may want to select only a certain area of an item to scan. Selecting an appropriate scan area can result in a faster scan and a smaller file size. See "Selecting the Area of the Item You Want to Scan" on page 37 for details.

   The scanned image's file size and available space on your computer's hard drive are shown at the bottom-left side of the Scan Manager.

9. If you want to preview the item again with the new settings, click the **Preview** button again on the Scan Manager.

10. When you are satisfied with the preview image, click the **Scan** button on the Scan Manager. The scanned item appears as a thumbnail image in the ScanSoft PaperPort desktop.

Thumbnail image
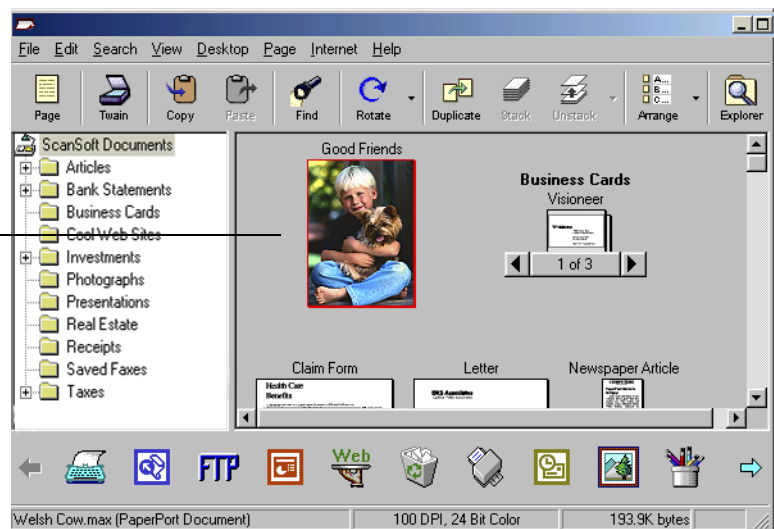
ADJUSTING PAPERPORT SCANNER SETTINGS

Using the Scan Manager, you can adjust the scanner settings to fine tune the scanned item. This section tells you how to:

■ Select a predefined scanner setting

■ Select scan configuration options

■ Customize a scanner setting

■ Adjust the brightness and contrast

■ Select the area of the item you want to scan

SELECTING A PREDEFINED SCANNER SETTING

In the Scan Manager, you can select one of the predefined scanner settings from the Scan Page For list. The settings are described in the following table.

Scan Page For	Default Setting	To Scan	Description
Editing Text (OCR)	Black-and-white 300 dpi	Business letters, contracts, memos, and other documents that you want to edit	Enhances the use of OCR software for converting item text to editable text. Provides higher quality and a larger file size than the Faxing, Filing or Copying scan setting.
Faxing, Filing, or Copying	Black-and-white 200 dpi	Newspaper and magazine articles, receipts, forms, and other text items	Provides the fastest scan time and smallest file size.
Black & White Photo	Grayscale 100 dpi	Black-and-white photos	Provides the best setting for black-and-white photos.
Color Document—Faster	Color 100 dpi	Color pages with many graphics, or mixed graphics and text, line art, or photos that require a quick scan	Creates a reasonable scanned color item in a file that is not too large. This is the scanner's default setting.
Color Document—Better Quality	Color 200 dpi	Photographs and color items	Provides the ideal setting for color items, item editing, desktop publishing, and high-quality output. Results in a color scan with slower scan time and a larger file size.
Custom	Color 100 dpi	Any item	You select all the options for scanning. Also used to create and add a new scan setting to the list.

True Color Grayscale B&W

Selecting the proper scanner setting before scanning produces the best results for a scanned item. The scanner setting determines the resolution of the item and the number of possible shades of gray or color. The symbols next to the setting names indicate the scan mode—True Color, Grayscale, or Black and White. The scanner settings affect the speed of the scan and the file size. The Scan Manager shows the approximate file size of a scanned item to help you decide whether to use a particular scanner setting.

Note: Your scanner is initially set to scan with the setting Color Document—Faster. To scan at a higher resolution, select Color Document—Better Quality. Note, however, that scanning at a higher resolution creates a larger file size, takes longer to scan, and may not print any better. To minimize the file size and the time required to get a better quality scan, select just the area of the item that you want to scan. For more information about selecting the area of an item, see "Selecting the Area of the Item You Want to Scan" on page 37.

SELECTING SCAN CONFIGURATION OPTIONS

The scan configuration options provide additional settings when scanning an image. Note that when you select one of the predefined scanner settings, these options show the current selection for that setting, but you can change them as you wish.

The options are:

Mode—Shows the scan mode such as color, grayscale, and black-and-white. Click the drop-down arrow to see your choices for the scan mode. The symbols next to the selections indicate their mode setting. Select one of the modes for scanning from the list.

Res—This is the resolution setting for the scan in dots-per-inch (dpi). The higher the dpi, the sharper the image. But higher dpi settings also produce larger files sizes. Usually the higher resolution settings are used for precision work, such as photographs or fine artwork. Click the drop-down arrow and select one of the resolution settings from the list.

Size—The page size for the image. If you want to use one of the preset sizes, click the drop-down arrow and select the size from the list. If you want to create a custom size, click in the picture window and drag the mouse. A dotted box on the window indicates the page size, and the two number boxes—with the vertical and horizontal symbols next to them—show the actual page size in inches. You can also enter the vertical and horizontal sizes in those two number boxes. To set the units for the sizes, click the drop-down arrow for the size units. The choices are inches, cm (for centimeters), and pixels.

AutoCrop—Select this option to let the scanner automatically determine the size of the item being scanned. For example, if you put a photo in the middle of the glass, the scanner will automatically determine the size of the photo. When AutoCrop is selected, click Preview to crop the image, and then click Scan to start the scan.

Adv. Settings—Click this button to see advanced settings for scanning. See the online Help information for details about the advanced settings.

CUSTOMIZING A SCANNER SETTING

You can create custom settings to add to the list of options on the Scan Manager.

Note: Predefined settings cannot be customized.

To create a new scanner setting:
1. In the **Scan Page For** list, select **Custom**.

2. In the **Scan Configuration** options, select the options you want for your custom setting.

3. If you want to adjust the advanced settings for your custom setting, click the **Adv. Setting** button. Click the **Help** button to see more information about the advanced settings.

4. Click the **Save As** button.

    The Save As dialog box opens.

5. Type a name for the new scanner setting.

6.   Click **Save**.

The new setting is added to the Scan Page For list at the top of the Scan Manager dialog box.

ADJUSTING THE BRIGHTNESS AND CONTRAST

Sometimes an item is scanned with the brightness and contrast set too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility.

You can adjust the brightness and contrast at which grayscale and color items are scanned. You can also adjust the brightness for black-and-white items.

To adjust brightness and contrast:

1.   Click the **Adv. Settings** button on the Scan Manager. The Advanced Settings dialog box opens.

Drag to adjust brightness

Drag to adjust contrast
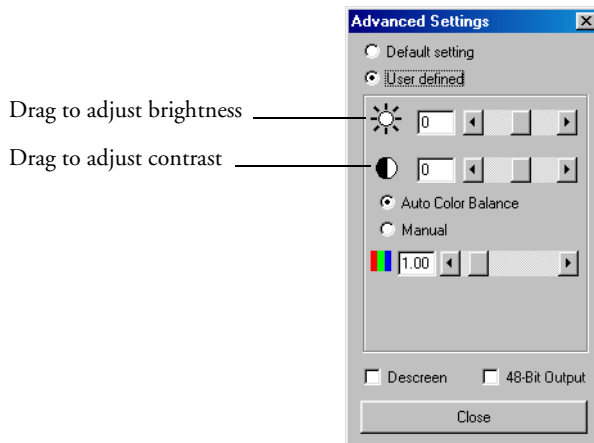
2. Select the **User Defined** option.

3. Drag the **Brightness** slider to the left to make the item darker or to the right to make the item lighter.

4. Drag the **Contrast** slider to the left to decrease the contrast or to the right to increase the contrast.

5. Click **Close**.

Note: For more detailed information on advanced settings, click the **Help** button on the Scan Manager.

SELECTING THE AREA OF THE ITEM YOU WANT TO SCAN

When you preview an item to scan, the selection rectangle around the image indicates the scan area. However, you may want to select only a certain area of an item to scan. Selecting an appropriate scan area can result in a faster scan and a smaller file size.

To select the area you want to scan:

1. Click the **Preview** button. An image of the scanned item appears in the Preview area. A selection rectangle shows the current scan area.

2. (optional) In the **Scan Configuration** settings, select the units of measure you want to use for the scan area. You can select either inches, centimeters, or pixels.

3. To change the dimensions of the rectangle, click the rectangle and then drag the borders of the rectangle to resize it. This effectively allows you to crop the item. The dimensions of the selected area appear in the Scan Configuration settings.

    You can also type length and width dimensions directly into the boxes that show the dimensions of the selection area. Use this process to produce a precise scan area size.

4. To position the rectangle over the area you want to scan, click and hold the left mouse button and drag to the location desired.

5. Click the **Scan** button to scan the image.

Maintenance

This chapter contains information on troubleshooting, cleaning, uninstalling, and scanner specifications.

TROUBLESHOOTING

In addition to the troubleshooting information contained in this section, please see the Readme file in the PaperPort directory on your computer's hard drive. The Readme file contains additional information that may help you diagnose problems with the scanner.

If you try all the troubleshooting procedures described in this section and in the Readme file, and the scanner still has problems, you may have a malfunctioning scanner. Please see the technical support card that you received with your scanner for technical assistance telephone numbers. Also visit our web site at www.visioneer.com for additional technical information.

Problem: The scanner won't scan. What's wrong?

Check for one of these possible problems:

- **Is a cable loose or not plugged in securely?** Inspect all cable connections. Make sure all the cables are plugged in securely.

- **Is the scanner's status light on?** If the light is not on, plug the power supply into another electrical outlet.

- **Did you restart the computer after installing the software?** If you didn't restart the computer, it may not have loaded all of the software files. Try restarting your computer.

- **Did you select another Twain source for acquiring images?** If you use multiple Twain devices with your computer, you may have selected another source for images. Start the PaperPort software and click **Select Source** from the **File** menu. Click **Scan Manager** and click **Select**.

Problem: During installation I got the error message: PaperPort Installation is not complete. What do I do?

The installation procedure was not successful. You need to reinstall the PaperPort software.

Problem: I got the error message: PaperPort cannot allocate enough memory to perform internal critical operations. What do I do?

Close any other active applications so that additional memory is available. If you click Continue, PaperPort moves the file to the PaperPort data directory and renames the file with the prefix "bad." This allows you to recover the file later.

To recover the file, you can import it into PaperPort by using the Import command in the File menu.

Problem: How do I uninstall PaperPort?

See the section,"How to Uninstall Your Scanner" on page 40. Uninstalling does not delete your scanned items, and they remain in the PaperPort Data folder.

CLEANING THE SCANNER GLASS

Scanning items that have excessive amounts of dirt or dust may dirty the glass. To ensure the best quality scanned item, wipe the scanner glass with a soft clean cloth to rid the glass of dust or other debris.

HOW TO UNINSTALL YOUR SCANNER

To uninstall the Visioneer OneTouch 6600 scanner, you first remove the scanner software, and then remove the PaperPort software, or other software you installed for the scanner.

STEP 1: UNINSTALLING THE SCANNER SOFTWARE

FOR WINDOWS 98, 98SE, AND ME:

1. On the Windows taskbar, click **Start**, point to **Settings**, and then click **Control Panel**.

2. Double-click the **Add/Remove Programs** icon.

   The Add/Remove Programs Properties window opens. Make sure the Install/Uninstall tab is selected.

3. From the list of software, select **OneTouch Version 3.0**.

4. Click the **Add/Remove** button.

   The Select Uninstall Method window opens.

5. Make sure the **Automatic** option is selected.

Important: The Automatic option is selected by default. We recommend using the Automatic option. The other options are for advanced users only.

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6. Click **Next**.

   The Perform Uninstall window opens.

7. Click **Finish**.

   The scanner software is uninstalled from your computer.

8. If the Remove Shared Component window opens, we recommend selecting **No to All**.

9. Unplug the power to the scanner and remove its USB cable from your computer.

10. Close both the Add/Remove Program Properties and the Control Panel windows.

11. Restart your computer.

12. Proceed to "Step 2: Uninstalling the PaperPort Software" on page 43.

FOR WINDOWS 2000:

1. On the Windows taskbar, click **Start**, point to **Settings**, and then click **Control Panel**.

2. Double-click the **Add/Remove Programs** icon.

   The Add/Remove Programs window opens.

3. In the left column of the window, make sure the **Change or Remove Programs** option is selected.

4. From the list of software, select **OneTouch Version 3.0**.

5. Click the **Change/Remove** button. If two buttons are displayed, click **Remove**.

   The Select Uninstall Method window opens.

6. Make sure the **Automatic** option is selected.

Important: The Automatic option is selected by default. We recommend using that option. The other options are for advanced users only.

---

7. Click **Next**.

   The Perform Uninstall window opens.

8. Click **Finish**.

   The scanner software is uninstalled from your computer.

9. If the Remove Shared Component window opens, we recommend selecting **No to All**.

10. Unplug the power to the scanner and remove its USB cable from your computer.

11. Close both the Add/Remove Programs and the Control Panel windows.

12. Restart your computer.

13. Proceed to"Step 2: Uninstalling the PaperPort Software" on page 43.

FOR WINDOWS XP:

1. On the Windows taskbar, click **Start**, point to **Settings**, and then click **Control Panel**.

2. From the Pick a Category menu, click **Add or Remove Programs**.

   The Add or Remove Programs window opens.

3. In the left column of the window, make sure the **Change or Remove Programs** option is selected.

4. From the list of software, select **OneTouch Version 3.0**.

5. Click the **Change/Remove** button. If two buttons are displayed, click **Remove**.

   The Select Uninstall Method window opens.

6. Make sure the **Automatic** option is selected.

Important: The Automatic option is selected by default. We recommend using that option. The other options are for advanced users only.

---

7. Click **Next**.

   The Perform Uninstall window opens.

8. Click **Finish**.

   The scanner software is uninstalled from your computer.

9. If the Remove Shared Component window opens, we recommend selecting **No to All**.

10. Unplug the power to the scanner and remove its USB cable from your computer.

11. Close both the Add or Remove Programs and the Control Panel windows.

12. Restart your computer.

13. Proceed to "Step 2: Uninstalling the PaperPort Software".

STEP 2: UNINSTALLING THE PAPERPORT SOFTWARE

FOR WINDOWS 98, 98SE, AND ME:

1. On the Windows taskbar, click **Start**, point to **Settings**, and then click **Control Panel**.

2. Double-click the **Add/Remove Programs** icon.

    The Add/Remove Programs Properties window opens. Make sure the Install/Uninstall tab is selected.

3. From the list software, select **PaperPort 6.5**.

4. Click the **Add/Remove** button.

    The PaperPort Uninstall window opens.

5. Carefully read the Warning information. Click **Next**.

6. If the Remove Shared Files window opens, click **No to All**.

Important: We recommend choosing No to All. Removing shared files could cause other applications not to run correctly.

    The PaperPort software is removed. A message appears with the option to keep or remove your scanned image files currently stored on the computer.

7. Click **No** to keep your image files, click **Yes** to permanently remove the image files from your computer.

Important: Files created by PaperPort are in a proprietary format (with a .max extension) and cannot be opened by other applications. If you decide to keep your scanned image files and want to be able to view them, you can use the PaperPort Viewer instead of the PaperPort application. Download the viewer from ScanSoft's Web site at *www.scansoft.com/paperport/support/downloads/viewers.asp*.

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8.   If you see a message about missing software, click **OK**.

9.   On the Remove Programs From Your Computer window, click **OK**.

10. Close both the Add/Remove Programs Properties and the Control Panel windows.

11. Restart your computer.

FOR WINDOWS 2000:

1.   On the Windows taskbar, click **Start**, point to **Settings**, and then click **Control Panel**.

2.   Double-click the **Add/Remove Programs** icon.

     The Add/Remove Programs window opens. Make sure the Change or Remove option is selected in the left column.

3.   From the list of software, select **PaperPort 6.5**.

4.   Click the **Change/Remove** button.

     The PaperPort Uninstall window opens.

5.   Carefully read the Warning information. Click **Next**.

6.   If the Remove Shared Files window opens, select **No to All**.

Important: We recommend choosing No to All. Removing shared files could cause other applications not to run correctly

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8. If you see a message about missing software, click **OK**.

9. On the Remove Programs From Your Computer window, click **OK**.

10. Close both the Add/Remove Programs and the Control Panel windows.

11. Restart your computer.

For Windows XP:

1. On the Windows taskbar, click **Start**, point to **Settings**, and then click **Control Panel**.

2. From the Pick a Category menu, click **Add or Remove Programs**.

    The Add or Remove Programs window opens.

3. In the left column of the window, make sure the **Change or Remove Programs** option is selected.

4. From the list of software, select **PaperPort 6.5**.

5. Click the **Change/Remove** button.

    The PaperPort Uninstall window opens.

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7. If the Remove Shared Files window opens, select **No to All**.

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Important: Files created by PaperPort are in a proprietary format (with a .max extension) and cannot be opened by other applications. If you decide to keep your scanned image files and want to be able to view them, you can use the PaperPort Viewer instead of the PaperPort application. Download the viewer from ScanSoft's Web site at *www.scansoft.com/paperport/support/downloads/viewers.asp*.

9. If you see a message about missing software, click **OK**.

10. On the Remove Programs From Your Computer window, click **OK**.

11. Close both the Add or Remove Programs and the Control Panel windows.

12. Restart your computer.

VISIONEER—US AND CANADA TECHNICAL SUPPORT

Support on the Web	www.visioneer.com
Support by Fax	(541) 884-8474
Support by Telephone (8:00 am - 5:00 pm Pacific Time, Monday-Friday) Long distance charges may apply	(541) 884-5548
Express Telephone Support (8:00 am - 5:00 pm Pacific Time, Monday-Friday)	(900) 776-5724 (Nominal per-minute fee)

VISIONEER—INTERNATIONAL TECHNICAL SUPPORT

Visioneer provides technical support to all registered users in English and German. Please see the chart below for contact telephone numbers.

For Latin America, call our U.S. Technical Support (1-541-884-5548).

Visioneer bietet allen registrierten Benutzern technische Unterstützung auf Deutsch und Englisch. Die Kontakttelefonnummern können Sie der folgenden Tabelle entnehmen.

Usuarios en Latinoamérica, sírvanse llamar al teléfono de apoyo técnico en los (1-541-884-5548).

Country	Telephone
Monday - Friday	
UK	0870 161 3003
Germany	0180 5 103 003
Rest of Europe	49 1805 440466
Visit www.visioneer-europe.com for more information	

Important: Contact information is subject to change. Please visit our Web site at www.visioneer.com for the latest details.

VISIONEER ONETOUCH 6600 SPECIFICATIONS

Bit Depth	48-Bit color (internal), 16-Bit gray (internal), 1-Bit line art/text
Scanning resolution	Optical resolution: 600 x 1200 dpi
Maximum Item sizes	8.5 x 11.69 inches (21.6 x 29.7 cm)
Scanner dimensions	
Height	3.7 inches (8.95 cm)
Width	11.4 inches (29.0 cm)
Length	17.5 inches (45.0 cm)
Weight	5.95 pounds (2.66 kg)
Operating temperature	50°–104° F (5°–35° C without condensation)
Relative humidity	20%–80% (@35° C without condensation)
Power supply	
Input voltage/frequency	100 Vac, 50/60 Hz (Japan)
	120 Vac, 60 Hz (North America)
	230 Vac, 50 Hz (Europe)
Output voltage/watt	12 V DC, 15 watt maximum
Safety and agency certifications	UL, ULc, FCC Class B, VCCI Class B, CE
Hardware warranty	One-year limited warranty

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